



VICTIM COMPENSATION AND GOVERNMENT CLAIMS BOARD

JOB OPPORTUNITY

LEGAL SECRETARY
LEGAL DIVISION
Permanent/Full-Time
\$2,839.00 - \$3,450.00

The Victim Compensation and Government Claims Board, formerly known as the Board of Control, offers an exciting opportunity for Legal Secretary candidates. Our present location is on the mall at 630 "K" Street, outside of the Hard Rock Café. We are scheduled to move to 400 "R" Street in November of this year. To find out more about our department you can access our website at www.vcgcb.ca.gov

POSITION SUMMARY:

Under the general direction of the Chief Counsel, the Legal Secretary performs complex legal secretarial and administrative duties for the Legal Division. The Legal Secretary must be able to effectively carry out assigned tasks with minimal supervision, be able to work in a team environment, have strong communication skills, and work well under pressure.

- Types, proofreads, and makes necessary corrections to proposed administrative decisions in accordance with Legal procedures and the California Style Manual. Handles a wide variety of legal correspondence, legal opinions, administrative decisions, and memoranda.
- Adheres to procedures to ensure all documents are prepared, proofread, copied and filed/served in accordance with legal requirements and deadlines; verifies citations and quoted text; copies and assembles exhibits; establishes and maintains an efficient calendaring, filing and tracking system; maintains a professional and organized work area; complies with state and departmental rules and regulations and office policies and practices.
- Composes letters and memoranda; processes mail for assignments; maintains a tracking system for document due dates and appearances; sets up and closes legal cases; prepares subpoenas; makes, receives, screens, answers and takes messages from callers in a professional manner; and schedules court reporters for hearings.
- Assists in other administrative support duties as assigned.

DESIRABLE QUALIFICATIONS:

Ability to work independently or in a team environment; work cooperatively and tactfully with staff and management; ability to write and communicate effectively; use of tact and discretion in dealing with confidential and sensitive issues; excellent organizational skills; good computer skills and knowledge of Word and Excel is desired.

WHO MAY APPLY:

Current Legal Secretaries or individuals eligible for appointment (*transfers, list eligibility, reinstatements*) to this classification may apply. **In addition to their application, candidates must submit a current resume and cover letter explaining their eligibility and their interest in this position. Applications will be screened and only the most qualified will be interviewed.**

SUBMIT APPLICATION AND RESUME TO:

Victim Compensation and Government Claims Board
Attn: Robin Jones/Human Resources
P.O. Box 48
Sacramento, CA 95812-0048
rjones1@vcgcb.ca.gov
(916) 324-3252

FINAL FILING DATE:
June 16, 2006
or Until Filled

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. ****POSITION SUBJECT TO SROA AND RE-EMPLOYMENT LIST POLICIES AND PROCEDURES.****

Training and development assignments may be considered for most positions.

California Relay Service: Voice line: 1-800-735-2922
TDD User: 1-800-735-2929

040-150-1282-004